

## Request for Proposals

# City of Moscow Multi-Modal Transportation Plan

Federal-Aid Project No. 012(018), Key No. 12018

**Posted:** 11/09/2010

**Submittal Deadline:** 12/08/2010

**Website:** [www.ci.moscow.id.us](http://www.ci.moscow.id.us)  
[www.itd.idaho.gov/design/cau/cau.htm](http://www.itd.idaho.gov/design/cau/cau.htm)

### **Invitation**

The City of Moscow, Idaho seeks a qualified consulting firm or team to create a new Comprehensive Multi-Modal Transportation Plan and Model. Interested consulting firms are invited to submit their statement of qualifications for performing this work. Responses submitted in a sealed envelope clearly marked RFQ- Comprehensive Multi-Modal Transportation Plan will be received by the City of Moscow, Idaho, at the City of Moscow's Mann Building, 221 E. 2<sup>nd</sup> Street, Moscow, Idaho 83843, until 5:00 p.m. on Wednesday, the 8th of December, 2010.

### **Project Summary**

The City of Moscow is requesting proposals from consulting firms to create a new Long-Range Multi-Modal Transportation Plan. This project is being funded through the Idaho Transportation Department's STP-Local Urban program administered by the Local Highway Technical Assistance Council. The City estimates the completion and adoption of the plan within 18 to 24 months.

The City will utilize the information from this Transportation Plan to ensure that transportation funds are spent with the best possible investment for future improvements to our roadways, bicycle/pedestrian facilities, and public transit system.

A vigorous public involvement process will be critical to the success of this project and its ultimate adoption by elected officials. Moscow enjoys a diverse population of residents, businesses, students, and civic organizations that are actively involved in community planning to varying degrees. The City also has a Transportation Commission that works in close association with the City Council on transportation issues. It is expected that the public involvement process employed will encourage and facilitate the input of all interested parties through multiple means in an effort to determine our long-range multi-modal transportation needs.

## **Qualifications:**

The consulting firm(s) will be expected to have a full range of professional services to support the development of a creative and innovative Comprehensive Multi-Modal Transportation Plan. The team shall consist of forward thinking professionals in all facets of multi-modal transportation planning, traffic engineering, urban design, and land use planning. The project will require a highly participatory, open, public process to capture and express the transportation vision of the community for the next 20 years. The firm will be required to evaluate the existing conditions within the City Limits of Moscow and its Area of Impact, and develop a future needs plan detailing the existing infrastructure and improvements needed. The plan shall be concise, attractive, readable and a useable strategy for the sustainable growth and development of Moscow's transportation system.

The team selected for the Comprehensive Multi-Modal Transportation Plan Project will need to demonstrate that it has the leadership capabilities to manage and direct the creation of a major Multi-Modal Transportation Plan while working collaboratively with the citizens of Moscow, the Mayor and City Council, Moscow Transportation Commission, and the City Staff.

## **Project Description**

The project shall include, at a minimum, the following:

- A highly inclusive City and Area-of-Impact wide outreach campaign soliciting broad community input to shape the City's long range operational and infrastructure objectives; incorporating land use, urban design, economic development, and public facilities;
- Creation and distribution of education materials both in printed and digital formats to support the project;
- Consideration of all modes of transportation, in addition to current and future roadway needs;
- Identification of strategies for creating and maintaining the long term efficiency of the City's Multi-Modal transportation system, while avoiding increased travel times and decreasing or preventing congestion;
- Dovetailing economic development and existing land use policies with transportation objectives;
- Review of existing functional classifications;
- Inventory and analysis of existing facilities, including roadways, bicycle/pedestrian, and public transit;
- Cursory review of airport access to determine if it is consistent with the community needs;
- Development of a street network and traffic model to include Moscow's Area-of-Impact using an industry standard modeling software.
- Creation of both a print and digital format Comprehensive Multi-Modal Transportation Plan that is attractive, easy to read and useful;

## **General Project Scope**

The project scope shall generally include the following:

- 1) Data Collection
- 2) Analyze Existing Land Use Data
- 3) Establish Base Road network and Develop Model for Future Traffic Growth Projections
- 4) Evaluate Conditions and Develop Improvement Options
- 5) Develop Recommendations/Capital Improvement Plan
- 6) Identify Funding Options
- 7) Public Involvement Meetings/Workshops
- 8) Final Report and Presentation of Plan to Moscow City Council

## **Selection Process**

Proposals will be evaluated and, as part of the selection process the top-ranked firms may be required, at their expense, to give a presentation and/or answer interview questions.

The City will initiate negotiations with the selected firm to develop a detailed scope of work and cost for the preparation of the Multi-Modal Transportation Plan. If negotiations are unsuccessful, the City will begin this process with the next highest ranked firm(s).

## **Criteria for Selection**

Firms must address each of the following criteria. Each firm may be awarded points up to the maximum listed below:

### **1. Understanding of, and approach to the project (Maximum points awarded: 30).**

Describe your proposed approach to determining the transportation needs and goals of the community, and demonstrate a clear ability understanding of the creative challenges involved in creating a Multi-Modal Transportation Plan for a diverse populace.

### **2. Relevant specialized planning experience of the firm(s) (Maximum points awarded: 20).**

Respondents should include a list and description of projects of a similar nature with previous project reference contact information including contact name, address, e-mail, and phone number. Specialized experience within similar sized communities should be highlighted.

### **3. Professional qualifications and relevant experience of proposed project team (Maximum points awarded: 30).**

Respondents should describe the proposed project team's professional qualifications and relevant work experience. Firms should include resumes of the proposed project manager and other personnel and subcontractors that will actually be assigned to this project.

#### **4. Bicycle/Pedestrian/Public Transit facility planning (Maximum points awarded: 10)**

Describe your approach and experience in local planning efforts to encourage and improve non-motorized travel within the community to encourage greater use of these modes and decrease reliance on the automobile.

#### **5. Ability to complete the project on schedule (Maximum points awarded: 10).**

Respondents should describe their proposed schedule and available resources to complete the project on a reasonable timetable.

### **Request for Proposal Instructions**

Your proposal should be organized to clearly address the selection criteria listed above.

Please submit seven (7) copies of your Statement of Qualification not exceeding twenty-five (25) single pages including résumés, photos, appendices and any other supporting documentation. A single page includes text and/or graphics appearing on a single side of 8 ½ x 11 inch paper. Responses exceeding the maximum number of designated pages may be disqualified from City review. Electronic submittals will not be allowed; however, one additional copy on CD is requested. The envelope in which the submittals are delivered must be clearly labeled on the outside with the respondent's name and the project identification, "City of Moscow Multi-Modal Transportation Plan."

### **The submitted documents shall be organized as follows:**

- Title/Cover Page: Include the name of the prime contact for the firm and sub-consultants, with mailing address, e-mail address, and telephone numbers.
- Introductory letter signed by a principal of the firm. The introductory letter should introduce the Consultant's submittal, identify the Project Manager, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet ITD's and the City of Moscow's quality and schedule expectations. List each Subconsultant, their work tasks, and a contact name and telephone number. The Consultant shall include his/her acceptance of the terms and provisions of the Sample Agreement located at <http://www.itd.idaho.gov/design/cau/forms.htm>, and indicate willingness to execute said agreement.
- Criteria 1 – 5 described above.
- General Information: Additional information that the firm deems pertinent to their qualifications.

Submittals shall be delivered to the following address at or before 5:00 PM, Local Time, December 8th, 2010 to:

City of Moscow Multi-Modal Transportation Plan  
Attn: Kevin Lilly, P.E.  
Moscow City Engineer  
221 East Second Street  
Moscow, ID 83843

Late submittals will not be accepted.

All project specific questions shall be directed by e-mail to Moscow City Engineer Kevin Lilly, P.E. at [klilly@ci.moscow.id.us](mailto:klilly@ci.moscow.id.us). No questions will be accepted by telephone. All questions will be responded to by e-mail, within two days of receipt of the question(s).

Interested firms are encouraged to submit a contact e-mail address to [klilly@ci.moscow.id.us](mailto:klilly@ci.moscow.id.us), with a request to be included on an electronic mailing list. Firms on the mailing list will receive copies of the responses to all project questions submitted. All questions and answers will be confidential, and no firms will be identified in the responses. This service is provided so all consultants will have equal access, and consistent information is given to all.

No project specific questions will be accepted after December 1, 2010.

## **General Terms**

This Request for Proposals (RFP) does not commit ITD or the City of Moscow to enter into an agreement or to pay any costs incurred in the preparation of a proposal or in subsequent negotiations.

## **Revisions to RFP**

All addenda to this solicitation will be posted on the Consultant Administration Unit Web Site and the City of Moscow Web Site. No notice will be given by mail.

## **Reservation of rights by ITD and City**

The issuance of this RFP does not constitute an assurance by ITD or the City of Moscow that any contract will actually be entered into by ITD or the City of Moscow, and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Proposals
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP, and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this solicitation, each respondent agrees that any finding by ITD, or the City of Moscow of any fact in dispute as to this solicitation or the responses thereto shall be final and conclusive, except as provided herein.

## **Conflict of Interest**

By the submission of a proposal, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

## **EEO Requirements**

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice. Respondent further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

## **Financial Requirements**

Prior to negotiating an agreement, the selected consultant and their subconsultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the most recent version of the AASHTO Audit Guide. More information can be found at the following web site: <http://www.itd.idaho.gov/design/cau/policies/overhead.htm> .

## **Proprietary Material**

ITD and the City of Moscow assume no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

## **Evaluation Criteria**

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that it complies with this RFP and provides the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score of the proposal or disqualification of the proposal.